

Applicants Name _____

Application Date _____

Property Address to be Purchased _____

OFFER TO PURCHASE CHECKLIST

- Completed Application in its entirety – incomplete applications will not be processed
- Developer's Intake Form (if applicable, must be notarized at the cost of the purchaser) If needed we can provide a notary at the cost of \$10, please do not sign page 3, until you are in the presence of the notary as they must witness your signature
- CED Offer to Purchase Agreement
- Copy of Driver's License or Identification
- Financial Information (if applicable)
- Photo(s) of Property
 - Front side
 - Back side
 - Side view
- Detailed Project Information – explain what you plan to do on the property in detail.
- Real Estate Summary – (Provided by City of Highland Park CED Dept)
- Copy of Taxes and Water – (Provided by City of Highland Park CED Dept)
- Any Enforcements in the City of Highland Park – (Provided by City of Highland Park CED Dept)
- \$25 application fee per lot for residential property and \$50 application fee per lot for commercial property - Paid Receipt from Treasurer's office (once all items are completed and ready to be turned in)